
IRSHAD SKP

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Senior Accountant

Summary

As an accomplished and versatile professional, I've gained extensive experience across process management, finance, accounting, client service, and business development. My leadership skills empower highly talented individuals to harmonize their expertise for maximum productivity.

March 2014-Present Senior Accountant

Muthoot Exchange, Dubai

- Responsible for preparing monthly balance sheet and other accounting reports.
- Responsible for preparing monthly, quarterly (ERF/Remittance) other reports and submitting it to Central Bank of The UAE.
- Liaising with all correspondent agents and banks for their monthly balance confirmation and keeping the management updated about the overall growth.
- Solely responsible to present half yearly and annually business income and expenses detailed review to the management and owner.
- Advising business, the area where cost can be reduced without affecting business functions.
- Responsible for branch re-conciliation and cashier's cash telling confirmation.
- Point of contact for regulators and Auditors for all accounting related queries.
- Vat calculation and Vat returns.
- Preparing payroll of employees
- Reconciliation of Banks and Agents.
- Preparation of MIS (Monthly income Statement)
- Allocating the expenses by preparing provision, prepaid & Depreciation sheets.
- Posting of day-to-day GL entries of accounting.
- Checked and Verified Vendor Payments.
- Funding to Banks and agents
- Oversee cash management, which included managing daily cash positions, fund movement transactions, bank balances resulting in daily.
- Maturity Dates Tracking ,Monitored payment due dates to prevent late fees and disruptions in supply chain management. Collaborated with procurement and accounting teams to maintain smooth vendor relationships
- Dealing with banks for cross currency settlement
- Prefunding to our correspondent bank in India based on the volume of TT amount.
- Follow up with TT returns, Cancellation & Refund.
- Branch Operations Management: Assumed responsibility for overseeing day-to-day branch operations during the absence of the operations manager. Efficiently handled tasks related to inventory management, staff coordination, and customer service

2012-2013

Guest Instructor

Govt. ITI KOYILANDY, India

- Assumes all duties and responsibilities of the regular teacher in a given day. Long-term substitutes may also be required to attend staff meetings , parent conferences, etc.
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Assumes the teacher's responsibility for supervision of students in the building, on the grounds, or on field trips.

- Carries out written plans left by the regular teacher for the day's lessons.
- Leaves a clear, written summary for the teacher of the work covered and other relevant comments.
- Performs duties during planning periods as requested by teacher or school administrator.
- Consults with the principal and/or staff to resolve questions and/or concerns.
- Completes survey at the end of the day, checks out with authorized personnel prior to leaving at the end of the day.
- Accepts personal responsibility for decisions and conduct.

2012-2013

Accountant

Euro Kitchen World, India

- Preparing and submitting customer invoices.
- Checking and verifying processed invoices,
- Preparing monthly accounting reports.
- Performing all necessary checks on accounts, banks and other reconciliation.
- Monitor Customer accounts for Non-Payment and/or delay payments.

2011-2012

Accountant

A V Associates, India

- Accounts Receivables/Parables: Manage with the entire responsibility of analyzing the a/c receivables/payable and aging report thereof. Reconcile a/c receivables/payable with the client. Check and verify ship management reports and accounting entries of source documents such as invoice, vouchers, credit and debit notes.
- Preparing Month End Reports and MIS reports.
- Posting of day-to-day GL entries of accounting.
- Reconciliation of bank accounts and branch accounts in Head Office.
- Bank Reconciliation on daily/weekly/monthly basis.

Key Qualifications & Skills

- Diploma in Financial Accounting.
- Tally, Quick books, Symex
- Microsoft Office.
- Money Exchange business management.
- AML Screening and Verification
- Tech Savvy.
- KYC updating
- IEMS closing

Education

2008- 2010

MBA IN FINANCE AND BANKING

Vinayaka Mission University - India

2005- 2008

Bachelor of Commerce

Calicut University – India

Personal Information

Nationality: Indian

Languages: English, Hindi & Malayalam

Date of Birth: 12th May 1988

Passport No: S8911724, Exp -13/12/2028